

# Spring 2022 Test Coordinator Training FAQs

RIDE hosted the RISAP Overview Test Coordinator training on January 19, and separate test coordinator trainings for RICAS and NGSA on February 2 and February 10. The recording and slide deck for the webinars are posted at [www.ride.ri.gov/assessment-training](http://www.ride.ri.gov/assessment-training) in the Test Coordinator (RISAP Overview), and RICAS and NGSA sections, respectively. This document contains a compilation of the questions submitted during the trainings (bolded) and RIDE's responses.

## General Assessment

These questions were not specific to any particular assessment.

### *Training Information and Materials*

**1. Where are all of the test coordinator trainings posted?**

RIDE posted recordings and PDFs of the presentations for the RISAP Overview (State Policies and Procedures Training), NGSA, and RICAS test coordinator training webinars at [www.ride.ri.gov/assessment-training](http://www.ride.ri.gov/assessment-training).

**2. How can I know that what is posted online is the most current information (manual, reference sheet, guide, presentation slide deck)?**

We do have a "posted" date for our documents so that should help you. We also have a version number in the footer of our documents. Documents from our test vendors are final when we post them and should not have any changes.

**3. What trainings do I have to take as a test coordinator?**

Training requirements for test coordinators and test administrators are outlined in our RISAP Training Requirements document posted at [www.ride.ri.gov/assessment-training](http://www.ride.ri.gov/assessment-training). This document includes a schedule of training opportunities, registration links for training sessions, and "quick start" directions for how to get started in completing test coordinator and test administrator training.

### *Test Administrator Training*

**1. Will you be providing powerpoint slides again for consistency purposes that schools can customize for training staff?**

We posted a Test Administrator Core Presentation for RICAS/NGSA/DLM on the assessment training page. There also one posted for ACCESS.

**2. Can test administrator trainings for RICAS/NGSA be virtual?**

Yes, you can set up a webinar to conduct your training sessions.

**3. Do teachers need to go to training outside of what is provided at school?**

Districts and schools are responsible for training teachers. All of the state assessments have online



modules for test administrator training. If you feel test administrators in your school need additional guidance or practice on any aspect of preparing for or administering a state assessment, you certainly can provide additional training. If you need assistance in locating resources specific to your concerns, please contact the assessment team at [assessment@ride.ri.gov](mailto:assessment@ride.ri.gov).

**4. Is there technology-related training available? Most issues I've seen involve technology (the program itself, logging in) rather than actual test administration.**

We recommend opportunities for students and test administrators to take the practice tests to become familiar with the testing app. The test coordinator and technology coordinator manuals also provide information about how to login to both practice tests and operational tests, as well as how to handle certain technical issues.

## *Testing Dates and Student Registration/Participation*

**1. Where can I find what the state testing windows are?**

The testing dates can be found at [www.ride.ri.gov/assessment-schedules](http://www.ride.ri.gov/assessment-schedules). Assessment-specific dates are also listed in that assessment's manuals and test coordinator training presentation.

**2. How are students registered for state assessments? Do we have to send RIDE a list of students or upload rosters?**

RIDE uses the student enrollment data provided to us by districts to register students for state assessments. Please ensure that the information you are submitting to RIDE is accurate (see the RISAP Test Coordinator Handbook, beginning on page 20).

**3. What about home schooled students participating in state assessments?**

Home school students may participate in the state assessments for their grade level regardless of whether they are taking any courses at the public school. It needs to be part of their learning plan that was agreed upon between the school district and the family. The students then would need to have a SASID and be enrolled in the district with the 'H' homeschooling code.

**4. Do students in the same grade at the same school have to all take the test at the same time on the same day?**

Yes. The concurrent testing requirement is again in effect for this school year. If you find that your school has capacity issues that affect your ability to do this, please reach out to us at [assessment@ride.ri.gov](mailto:assessment@ride.ri.gov).

**5. What do we do with students who refuse to take state tests? How are school scores affected?**

Please review the RISAP Test Coordinator Handbook on page 18 for RIDE's policy about students who do not participate due to parent/student refusal.

**6. Where can I find information about the medical exemptions criteria, process, and deadlines?**

A medical exemption is an official notification that the student will not be included in assessment or accountability calculations because the student met the criteria for having a medical emergency that prevented them from receiving instruction *and* participating in state testing *for the duration of the state testing window*. Information about the criteria, process, forms to use, and deadlines can be found on RIDE's Assessment Medical Exemptions page as well as in the RISAP Test Coordinator Handbook posted at [www.ride.ri.gov/TC](http://www.ride.ri.gov/TC) and at [www.ride.ri.gov/assessment-exemptions](http://www.ride.ri.gov/assessment-exemptions).



**7. Can a student who is hospitalized during testing receive a medical exemption?**

Hospitalization alone does not necessarily meet the criteria for a medical exemption. For example, if the student receives instruction while in the hospital, that does not meet the criteria for an exemption. Administration of state assessments in homes and hospitals as an accommodation if the student's situation allows it, is possible.

**8. What about a student who tests positive for COVID and can't come into school on the school's scheduled testing days?**

If a student is out during a *school's* scheduled testing days but returns to school within the *state* testing window for that assessment, the student can still participate in the state assessments and so would not be eligible for a medical exemption. The school should schedule the student to take the test before the end of the state testing window. Please contact [Heather.Heineke@ride.ri.gov](mailto:Heather.Heineke@ride.ri.gov) if you have any questions.

## Accommodations

**1. Where can I find information about the Accommodations training webinar?**

The Accommodations webinar was rescheduled to February 16. The recording and slide deck from that webinar have been posted both to the [www.ride.ri.gov/assessment-training](http://www.ride.ri.gov/assessment-training) page as well as to the [www.ride.ri.gov/accommodations](http://www.ride.ri.gov/accommodations) page.

**2. Where can I find the accommodations manual? Is there a specific one for each assessment?**

The Accommodations and Accessibility Features Manual (AAF Manual) is posted at [www.ride.ri.gov/accommodations](http://www.ride.ri.gov/accommodations), along with additional materials, forms, and guides specific to each state assessment in their respective sections on the page.

**3. Does the 504 plan specifically need to mention extra time on a state assessment or is the general "extra time on assessment" permissible?**

A student's IEP/504 plan does need to indicate "state assessment" for all accommodations that would be used on state assessments. More information can be found in the AAF Manual, and you can contact [Heather.Heineke@ride.ri.gov](mailto:Heather.Heineke@ride.ri.gov) if you have specific questions about that information.

**4. I don't see "cell phone for medical purposes" as an accommodation on the list in the AAF Manual – it only includes a reference to "student permission to test own blood". How are the two linked?**

Some students have different ways that they would need to have devices to do this, which is why the reference is general – not everyone would be using a cell phone for monitoring. Please contact RIDE, as you may need to complete a unique accommodations form.

## PSAT/SAT

**1. We have a few students who were retained. If they took the SAT last year - will they be on the SAT roster again this year? Or if they took the PSAT last year in 10<sup>th</sup> grade and were retained for this year, can they take the SAT?**



We register students for any tests given at the grade level assigned to the student. If the student is enrolled in your school in 11<sup>th</sup> grade, we will register them for the SAT. If the student is enrolled in your school for 10<sup>th</sup> grade, the student will be registered for the PSAT. We receive grade level information from your school district so if a grade needs to be changed, then contact your district data manager to update the grade level.

**2. Why are homeschooled students tested on paper?**

Online PSAT and SAT student logins are specific to the school they attend. Homeschooled students are not enrolled in a school, and so must take the test on paper.

**3. For EL students that need bilingual dictionaries, where do we enter that accommodation in College Board? I only see a place for extended time for EL in the SSD Online.**

You don't need to enter bilingual dictionary into SSD Online.

**4. For testing irregularities for PSAT10 and SAT – do both College Board's and RIDE's testing irregularity forms have to be completed and submitted?**

Both forms must be completed.

**5. For time and 1/2 students for SAT with no essay, is the test completed in one day instead of two? If time and 1/2 for SAT all in one day, we need to figure out dismissal and lunch time.**

Yes, the SAT can now be administered in one day. Please consult the Test Coordinator Manual and Accommodated Testing Manual for example testing schedules and flexibilities (such as longer breaks) that will help you create a schedule that works for students.

**6. Are there trainings for PSAT/SAT other than the online modules? What about the digital or in-person schedules for March?**

Specific PSAT/SAT questions can be sent to [Heather.Heineke@ride.ri.gov](mailto:Heather.Heineke@ride.ri.gov).

## RICAS

### *PearsonAccessNext Users*

**1. Do I use the same login credentials for both the Operational (blue) and Training (brown) sites? I'm getting an error message when I try to login on the Training site, but it works on the Operational site.**

Yes, both sites use the same login, so please keep your login secure and never share it. If you are unable to login on the Training site, it's likely that either you do not have an account on the Training site or your existing Training site account went inactive and needs to be re-enabled. Although the sign-on information is the same, user accounts for each site are managed separately.

**2. Who do I contact if I do not have access in one or both sites?**

District test coordinators please contact the RICAS Service Center or RIDE if you do not have an account or need it re-enabled. School test coordinators, please contact your district test coordinator. Test administrators need to contact their school test coordinators.

**3. Is there an automatic notification users receive when their information is updated in PAN?**

When an account is created or re-enabled, or a password request is submitted, an email is sent to the



user from PearsonAccessNext.com – please make sure that domain is on your allowlist so the user will receive the email in their inbox.

**4. What do we do if some of our users (e.g., test administrators) are no longer visible in PAN? Do we just add them again? Where do we find deleted/expired users?**

If the accounts are not visible, either they do not have an account, so you need to create one, or their existing account needs to be re-enabled (if inactive/disabled) or restored (if deleted). The *Guide to Managing Users in PAN* posted on the [RICAS Resource Center's PAN page](#) provides steps for each of those tasks.

**5. What if you change district (or school), do you need a new account in PAN?**

Test coordinators may only login to PAN to view students associated with their current position. If test coordinators change districts, a new account must be created. If test coordinators change schools within a district, the district test coordinator must update the school assignment as soon as possible.

**6. One of our test administrators has an incorrect/inactive email address. What do I do?**

You need to delete the account with the incorrect/inactive address, and then create a new account for the test administrator using the correct email address. You cannot edit the login once an account has been created.

**7. What do you do if someone retires or leaves your district or school and has an account in PAN?**

Active accounts in PAN may only exist for active users. If someone no longer needs their account due to a status or position change, the account needs to be deleted or disabled. Please refer to the *Guide to Managing Users in PAN* posted on the [RICAS Resource Center's PAN page](#) for directions for how to complete those tasks.

## *PearsonAccessNext Interface*

**1. How can we confirm that the 2021-22 interface is visible in PAN, especially our test administrators? Will it remain there once it's set?**

When a user is logged in, the testing year will be displayed at the top of the window in a string: 2021-22 > Spring 2022 RICAS Gr3-8. If users do not see the 2021-22 information, they need to click on the year, expand the 2021-22 option on the menu, and select Spring 2022 RICAS Gr3-8. User role does not affect this feature. Once the year has been set on a site, it will remain until it is changed again. Please note that it will need to be set separately in the Training (brown) and Operational (blue) sites.

**2. How do I access the Training (brown) site? What is it for?**

The [Training \(brown\) site](#) is linked on the login page of the [operational \(blue\) PAN site](#), as well as on the [RICAS Resource Center's "PearsonAccessNext" page](#), and [RIDE's Assessment Manuals page](#). The Training site is intended for use with the Infrastructure Trial and as a testing ground for test coordinators to become familiar with the operational site without being in a live testing environment, even though the student data are real. Schools may decide to not use the training site at all if they will not be conducting an Infrastructure Trial.

**3. Will the new testing status dashboard be available for the infrastructure trial?**

The new testing status dashboard will go live on March 28. Schools should use the Students in Sessions



interface that is currently available for the infrastructure trial – that interface can be refreshed to show student testing status in real time for each active PAN Session.

## *PearsonAccessNext and SR/PNP*

### **1. When were students loaded into PAN for Spring 2022?**

The nightly feed that registers students for both RICAS ELA and RICAS Math began on February 4.

### **2. If I have a student in PAN but that student will be taking DLM, what do I do?**

PAN does not remove student records that have been loaded into it. If a student has been determined eligible for the alternate assessment after the RICAS nightly feed has begun, or if the student was not correctly coded in the Special Education Census by that time, the student will still be visible in PAN even though they will not be taking RICAS. You do not need to do anything to the student's record in PAN; RIDE will take care of this during our results processing in the summer.

### **3. When does the SR/PNP process begin so student test settings can be updated?**

The initial PNP window opened on February 7 and closes on February 18 for setting student tests who need the paper accommodation in order for those booklets to be automatically included in the initial shipments. Please review the TCM and the TC Training slide deck for additional information.

### **4. How are paper test accommodations ordered? What is the deadline?**

Paper tests are set in PAN during either the initial window (recommended) or the extended window. The initial window ends February 18 and after that any paper tests set in PAN will have to be ordered manually by the test coordinator through the RICAS Service Center starting on March 16 (the date of the initial ELA shipment receipt).

### **5. If we have no students whose IEP/504 plans require a paper test accommodation, may we use the initial PNP window to set students' accommodations for computer-based testing?**

Yes, RIDE recommends setting as many accommodations as possible (including for computer-based testing) as early as possible, with a focus on paper tests as applicable to your students' IEP/504 plans.

### **6. How do we know how many TAMS we will get and when will they be shipped?**

RICAS manuals will be shipped to schools in the initial ELA materials shipment. Manual counts are determined based on the students registered to your school in PAN, as are manual types: CBT TAMS will be provided by default. A PBT TAM will only be shipped if you have students with that accommodation and have updated those students in PAN accordingly prior to February 18. If you update a student's paper test setting after February 18, you will need to include a PBT TAM in your order through the RICAS Service Center starting on March 16.

## *RICAS Accommodations*

### **1. Is there audio in either ELA or Math sessions, or is headphone usage only for text-to-speech?**

None of the items on RICAS have audio components. Headphones would only be needed for students who are using accommodations such as noise-canceling headphones or text-to-speech.



## 2. Is text-to-speech allowable for ELA?

Text-to-speech is a special access accommodation for ELA because it affects the construct (reading) being measured. The criteria for a student to receive a text-to-speech accommodation for ELA is very specific, strict, and limited in scope. See the *Accommodations and Accessibility Features Manual* and the “Accommodations for RICAS and NGSA” slide deck and recording. Both are posted at [www.ride.ri.gov/accommodations](http://www.ride.ri.gov/accommodations) (click on the Presentations and Recordings tab). Specific questions can also be sent to [Heather.Heineke@ride.ri.gov](mailto:Heather.Heineke@ride.ri.gov) or 401-222-8493.

## 3. If an English learner student is no longer considered a newcomer, but is stronger in Spanish than in English, can they take the RICAS math test in Spanish?

Yes. RIDE recommends that any/all test and instructional supports be documented in some way for English learners.

## Miscellaneous

### 1. Where can we access RIDE’s family resources for RICAS and other state assessments?

RIDE’s [www.ride.ri.gov/Families](http://www.ride.ri.gov/Families) site has general information about curriculum, standards, and state assessments for families. The RICAS Resource Center has links to the practice tests and released items on their <http://ricas.pearsonsupport.com/student/> page.

### 2. Is the RICAS flyer for families available in languages other than English?

RIDE is translating the flyer into Spanish and Portuguese in addition to the English version. The flyer will be posted at [www.ride.ri.gov/RICAS](http://www.ride.ri.gov/RICAS) as well as [www.ride.ri.gov/Families](http://www.ride.ri.gov/Families).

### 3. Can PAN Sessions be grouped by homeroom? If a student will test in a small group, is it still okay for them to be listed under their homeroom PAN Session?

PAN Sessions can be grouped however best fits your school’s plans, though best practices for keeping track of which students are testing where (and with what accommodations) generally suggest that having students listed by testing location is best. However, students with certain accommodations (e.g., human read-aloud, human signer) that typically require a small group setting must be grouped in their own unique PAN Session due to how that test is administered and the need for generation of a proctor testing ticket by the system.

### 4. If school's internet capabilities are unable to sustain multiple full grade assessments at the same time, what do we do? Is there a cutoff number of students that determines whether you need to use ProctorCache?

If your internet bandwidth is not sufficient for all students in a grade level (or school, if testing all grades at the same time) to take RICAS at the same time, then your school should use the ProctorCache setup which reduces the needed bandwidth. There is a Network Check tool as part of TestNav that can help you make that determination.

### 5. Has the testing time changed from last year for RICAS?

The recommended testing times for each session are the same as they were for last year.

### 6. Are the online modules for RICAS test administrators required?

Test administrators need to be able to manage sessions within the PearsonAccessNext system. If test administrators are already comfortable with PAN, then the modules are just a recommendation. If they





are new, the modules are required to ensure that the test administrators can properly manage test administration on testing days.

## NGSA

### *Rostering*

#### **1. How do you create rosters?**

Rosters can be created manually through the interface, or by file upload. The NGSA TIDE User Guide provides uploading directions starting on the bottom of page 48.

#### **2. Do the students need to be rostered by the testing teacher? Can the students all be listed under their science teacher and still be tested by others in the school?**

Rostering is not required for testing in NGSA – students join sessions based on the code given to them and generated by the test administrator at the start of the test session, so yes, you could have students rostered by their science teacher (for Reporting System purposes) and have a different teacher as their test administrator. However, rostering by test administrator can be beneficial so that test administrators have a list of students (and accommodations) they are testing in front of them during their session to confirm when approving students to join the test session. Rosters are fluid, so you can set a roster of students to a test administrator prior to testing, and then reassign students after testing to their science teachers so the science teachers can login to the NGSA Reporting System and review their students' results. Students must be rostered to a teacher in NGSA TIDE in order for that teacher to be able to view their results in the NGSA Reporting System.

### *NGSA Accommodations*

#### **1. Does the “IDEA Indicator” code being selected in NGSA TIDE indicate that the student has an IEP/504 plan?**

Yes, if the student has an IEP/504 plan it will be recorded that way in NGSA TIDE so long as the student data sent to RIDE by the district has the IEP/504 plan field selected.

#### **2. Will accommodations set for PSAT/SAT in TIDE transfer over for NGSA?**

No. The College Board's TIDE system and NGSA TIDE are two completely separate systems because they are two completely separate assessments. Actions performed in one system do not transfer to the other.

#### **3. Do all students need headphones or is that only for students with text-to-speech?**

There are no audio components to NGSA. The only audio for which headphones are required is for a student who needs a text-to-speech accommodation either because they have it as part of their IEP or 504 Plan or because they are an EL student.

#### **4. If a student has an accommodation documented in their IEP/504 plan as “alt background / font color” is that the same as “color overlay”?**





Yes. “Color overlay” is an acetate shield that is laid over white paper that will change the color of the background, making it easier for the student to read. Acetate shields come in a variety of colors.

**5. I have a student with diabetes who needs their cell phone nearby at all times and using it as a medical device is documented in their 504 plan. Is that allowed during testing?**

Yes. Consult the *Accommodations and Accessibility Features Manual* for information. The phone must be visible on the student’s desk in a clear plastic bag, face down, with all notifications silenced (except those related to being a medical device).

**6. Are there paper tests available for NGSA? How do we order them and when is the deadline? Are they automatically shipped like RICAS?**

Yes, NGSA has standard paper, large print paper, and Braille paper test forms. Test coordinators need to set those for their students in NGSA TIDE. District test coordinators then need to place orders for these materials through the “Orders” task in NGSA TIDE – unlike RICAS, paper materials are not automatically shipped if they are input as student test settings by a certain date. The materials ordering window opens for NGSA on March 7 and remains open through the testing window. Paper test booklets typically take two business days to be received.

**7. Are calculators allowed in addition to what is in the testing platform?**

Yes. Information about which types of calculators may be used by students is detailed in the Test Coordinator’s Manual.

## *TA Certification Course*

**1. Where can test administrators find the TA Certification Course?**

The TA Certification Course is posted at <http://ri.portal.cambiumast.com> in the Teachers section.

**2. Do all test administrators need to complete the TA Certification Course this year even if they took it last year?**

Yes. The TA Certification Course must be completed annually in order for teachers to be able to access the TA Interface of the Test Delivery System and administer the NGSA.

**3. How long is the course and by when do test administrators need to complete it?**

The course takes 20-30 minutes to complete. Teachers have until April 25 to take it (or a day prior to their administering the NGSA, at the latest).

## *Miscellaneous*

**1. My students use Chromebooks. Where can I find information about the Chrome OS supported by the Secure Browser?**

Secure browser and other technology requirements can be found on the NGSA Portal at <http://ri.portal.cambiumast.com> in the 'technology coordinators' section. Click the Secure Browsers card.

**2. Will we receive paper manuals for NGSA?**

NGSA manuals are not shipped to schools. PDFs are posted on the RIDE Assessment Manuals page and also on the NGSA Portal.



**3. Where can I find information about the items and links to practice tests? Is there a practice test like last year?**

Practice tests and item type tutorials can be found through the NGSA Portal – on the students page and on the teachers page.

**4. If a student leaves during a test session (e.g., falls sick, other emergency) and then completes the session upon their return to school, will the test platform automatically load where they left off?**

If a student has to stop testing before they have submitted their session, the test administrator needs to note which item the student last viewed or answered. When the student resumes testing upon their return to school, the student would begin with the next item after that and must be monitored closely to ensure they do not return to any previously viewed or answered items.

